



**Request for Bid
New Binding Equipment**

AUGUST 26, 2015

SOLICITATION INFORMATION

1. General

The U.S. Court of Appeals for the Sixth Circuit has a requirement to replace the existing POWIS binding equipment used throughout the circuit; Michigan, Ohio, Kentucky and Tennessee. We plan to purchase twenty-three (23) new POWIS Fastback 20 binding machines or an approved equal. We intend to trade-in twenty-four (24) POWIS binding machines during this procurement. The awarded vendor must provide delivery, setup, training and removal of the old machines.

The court intends to award a single purchase order resulting from this solicitation. The award will be made to the vendor, whose bid meets all the requirements, as determined by the Court's Clerk's Office and is at the lowest total cost.

2. Procurement

23 each New POWIS fastback 20 binding machines or an approved equal. Each machine must include delivery, setup and user training

Trade-ins:

15 each POWIS fastback 15XS
5 each POWIS fastback 11

3. Locations and Quantities

Locations	Sum of No. Tradein Units	Sum of No. of FB 20
Kentucky	4	3
Lexington	1	1
London	1	1
Louisville	2	1
Michigan	8	8
Ann Arbor	2	2
Detroit	3	3
Lansing	2	2
Traverse City	1	1
Ohio	7	7
Akron	1	1
Cincinnati	1	1
Cleveland	1	1
Columbus	3	3
Medina	1	1
Tennessee	5	5
Memphis	3	3
Nashville	2	2
Grand Total	24	23

4. Anticipated Schedule

Procurement Phase

- RFB Released: 08-26-2015
- Questions deadline, all must be emailed to the Contracting Officer by 09-04-2015
- Bid Due Date: 09-10-2015 (2:00 PM)
- PO awarded by: 09-18-2015

5. U.S. Court of Appeals Contracting Officer

Mr. Kelly Mocahbee
 Financial Administrator
 100 East Fifth Street, Rm 540
 Cincinnati, Ohio 45202
 513-564-7073
Kelly_Mocahbee@ca6.uscourts.gov

6. Delivery

- a. All delivery, setup, training and old machine removal must be coordinated and approved by the office contact. There are twenty-five (25) contact and they will be given to the awarded vendor.
 - b. Verification of all deliveries, training and removal of old machines must be provided in writing to the Contracting Officer.
7. **Bid** - The vendor's bid must be based on all the information and requirements provided in this document. The vendor's total bid submission must be received by the Contracting Officer complete no later than 2:00 p.m. on Friday, September 11, 2015.

APPLICABLE JUDICIARY TERMS AND CONDITIONS

1. Clause B-5, Clauses Incorporated by Reference (SEP 2010)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>

2. The following judiciary clauses, that the Contracting Officer has indicated are applicable, are incorporated in this contract by reference:

Clause B-1	Solicitation Provisions Incorporated by Reference
Clause 3-3	Provisions, Clauses, Terms and Conditions - Small Purchases
Clause 6-20	Insurance – Work on or Within a Judiciary Facility
Clause 7-65	Protection of Judiciary Buildings, Equipment and Vegetation
Clause 7-115	Availability of Funds

SUBMISSION OF QUOTE AND EVALUATION OF OFFERS

1. The following judiciary provisions, that the Contracting Officer has indicated are applicable, are incorporated in this solicitation:

Provision B-1, Solicitation Provisions Incorporated by Reference

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. The vendor is cautioned that the listed provisions may include blocks that must be completed by the vendor and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the vendor may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>.

Provision 3-5, Taxpayer Identification and Other Vendor Information

(a) *Definitions.*

“Taxpayer Identification (TIN),” as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the vendor in reporting income tax and other returns. The TIN may be either a social security number or an employer identification number.

(b) All vendors shall submit the information required in paragraphs (d) and (e) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements, the failure or refusal by the vendor to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the government to collect and report on any delinquent amounts arising out of the vendor’s relationship with the government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to payment recording requirements, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the vendor’s TIN.

(d) *Taxpayer Identification Number (TIN):* _____

- ☐ TIN has been applied for.
- ☐ TIN is not required, because:
 - ☐ Vendor is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;
 - ☐ Vendor is an agency or instrumentality of a foreign government;
 - ☐ Vendor is an agency or instrumentality of the federal government.

(e) *Type of organization:*

- ☐ sole proprietorship;
- ☐ partnership;
- ☐ corporate entity (not tax-exempt);
- ☐ corporate entity (tax-exempt);
- ☐ government entity (federal, state or local);
- ☐ foreign government;
- ☐ international organization per 26 CFR 1.6049-4;
- ☐ other _____.

(f) *Contractor representations.*

The vendor represents as part of its offer that it is ☐ , is not, ☐ 51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group(s) below:

- ☐ Women Owned Business
- ☐ Minority Owned Business (if selected, then one sub-type is required)
 - ☐ Black American
 - ☐ Hispanic American
 - ☐ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians)
 - ☐ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)
 - ☐ Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
 - ☐ Individual/concern, other than one of the preceding.